

Developmental Disabilities Council  
Reading Cover Page

Date: November 18, 2005

Meeting: Governance Committee

Reading Number: 05-G-06

**Issue:** Council Meeting Structure Policy  
And Council Agenda Policy

Included in this reading:

Policy 405 – Council Meeting Structure

Policy 403 – Council Agenda Policy

Background/Summary:

Policy 405 and 403 are existing policies. In light of current structure and operation of the Council, do we need these two policies?

Action: Discussion



Policy No. 403

## **Council Agenda Development Process**

Adopted: March 18, 1999

When time allows, the following process will be used:

1. Initiator will bring agenda items to Work Group
2. Workgroup chair will bring agenda items to Planning & Public Policy Committee (PPP)
3. PPP will organize and prioritize proposed Council agenda items
4. PPP staff will give proposed Council agenda items to Executive Director. The Executive Director will review proposed agenda items with the Chair and allocate time for each item.

When the above process is not appropriate, agenda items may be given directly to PPP Chair or PPP Staff.

Agenda items must be received about six weeks before the meeting in order to be considered. Contact staff for specific dates.

Items may also be brought up under "New Business" at any Council meeting.

The typical meeting agenda would include but not be limited to:

1. A status update on the Three Year Plan
2. Executive Director's progress on Do (Ends) Policies & Don't (Executive Limitations) (Effective no later than January 31, 1999)
3. Action items from committees, workgroups, or the Executive Director
4. Education beneficial to the Council as a whole (as needed)
5. Public policy issues
6. New Business Items

(From Decision Package #3 approved, as amended 5/21/98, new item five added 3/18/99)



Policy No. 405

## **Council Meeting Structure**

Adopted: March 18, 1999

The Council workgroups and committees will meet the first day and the Council meeting will be the second day. The Council meeting will last until no later than 3:00 PM depending on the agenda.

This meeting structure:

- Allows more time for Council meeting
- Allows Committees to discuss (but not take action on) items from workgroups in the morning
- Better coordination of agenda items